

## STEP-BY-STEP FOR MANDATORY PARTICIPANTS

1. FEP or Case Manager meets with individual and discovers/determines that she might be a candidate for nontraditional employment opportunities.
2. FEP or Case Manager contacts Joy Wiggert, E&T Training Coordinator, at (608) 242-4565 to register participant for the next available WITT Career Information Session. *Alternatively, FEP or Case Manager has the participant contact Joy, from his/her cubicle, to register for the next available WITT Career Information Session.*  
**NOTE:** If you (or the participant) reach the voice mail, please leave the registrant's first name; last name; mailing address (including city and zipcode); home phone number; and the date of the session for which you are registering.

*Joy Wiggert will send a confirmation letter to all WITT Career Information Session registrants indicating which session she is registered for and where the session is to be held. Joy will cc: the FEP or Case Manager, if applicable, to confirm the program participant's registration.*

3. FEP or Case Manager develops an Employability Plan (EP) for the participant. Include attendance at (1) the WITT Career Information Session; (2) the WITT Program Assessment Session; and (3) the WITT Interview as steps on the EP.  
**NOTE:** Please refer to the attached sample(s) for specific information to include on the EP.

*The FEP or Case Manager will receive a copy of the attendance register for the WITT Career Information Session, if applicable, indicating whether or not the individual(s) that he/she referred attended as scheduled. Attendance will also be recorded on the participant's semi-monthly timesheet under "record of other activity".*

4. If the individual did **not** attend, the FEP or Case Manager will need to update the EP and send (or give) the new version to the participant. **NOTE:** Scheduled hours for the WITT Program Assessment Session and for the WITT Interview are **not** sanctionable if the participant failed to report for the WITT Career Information Session as scheduled.
5. FEP or Case Manager will be notified if individual does **not** attend WITT Program Assessment Session and/or if individual does **not** attend WITT Interview following the same format as listed above.
6. Once an individual has completed the WITT Career Information Session, the WITT Program Assessment Session, and the WITT Interview **and** she has met (or exceeded) the program eligibility criteria, she will be notified in writing of her acceptance into the (designated) WITT Pre-employment Training Program.

The assigned FEP(s) or Case Manager(s) will receive a copy of the acceptance letter for his/her file. The acceptance letter will outline the program start date and schedule and may include a reminder to bring any missing documentation to the first class.

7. FEP or Case Manager will develop an EP for participation in the (designated) WITT Pre-employment Training Program using the start date and activity scheduled included in the participant's acceptance letter. **NOTE:** Please refer to the attached sample(s) for specific information to include on the EP.

### **Post pre-employment training program steps – under construction**

**Dane County Job Center and Affiliated Agency Staff Only:** If participant is enrolled in the *TOP*, hours of participation will be logged on the Work Experience Worksite Timesheet. If participant is enrolled in any of the other Formal Pre-employment Training Programs, hours of participation will be logged on the Semi-monthly Timesheet under Record of Other Activity.